Engineering Technician **Standard Job #802-04**
GS-0802-04

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory, shop, or field setting:

Performs a variety of routine tests in accordance with established methods including setting up, adjusting and operating equipment, and recording instrument readings.

Constructs, modifies, and assembles equipment; and maintains and repairs equipment used in conducting research experiments.

Examines equipment during operation for faults or defects which may affect the accuracy of the data.

Determines whether the test data falls within normal limits and determines the apparent causes of deviations in the test data resulting from equipment malfunctions, observational errors, and other causes. Reports data inconsistencies and deficiencies due to equipment and observational errors to the supervisor.

Performs computations either manually or by using computers.

Assembles and tabulates collected data.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

1. Knowledge Required by the Position Level 1-3, 350 pts

General knowledge of engineering processes, methods, and techniques to participate in scientific experiments where equipment and methods are being evaluated.

Skill in the operation of basic instruments and equipment common to the specific area of research being conducted to perform routine tests, take measurements, or take readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to recognize subtle variations in test results and instrumentation.

Ability to operate a personal computer using word processing and/or other software programs.

2. Supervisory Controls **Level 2-2, 125 pts**

The supervisor or higher graded employee provides individual assignments, orally or through written work plans, indicating specifically what is to be done, the quality and quantity expected, priorities, and the location of reference material or work samples. The incumbent uses initiative to carry out recurring duties in accordance with established instructions. Unfamiliar situations or technical deviations not covered by instructions are referred to the supervisor for guidance or solution. The incumbent receives close guidance and review on the more difficult tasks or unusual tasks not previously performed. Generally, work is reviewed periodically upon completion for technical adequacy and compliance with instructions and established procedures.

3. Guidelines **Level 3-2, 125 pts**

Procedures for doing the work have been established and a number of guidelines are available such as handbooks, equipment guides, files from previous projects, textbooks, and procedural manuals. The incumbent is required to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

4. Complexity **Level 4-2, 75 pts**

Assignments consist of performing a variety of regular and recurring routine procedural tasks. The employee selects the appropriate course of action from among established methods and procedures to complete the assignments. The employee determines what needs to be done by following prescribed methods or procedures and also recognizes that different actions may be required when situations differ from the norm.

5. Scope and Effect **Level 5-2, 75 pts**

Completed assignments constitute a complete segment of assignments with

broader scope, e.g., daily operates equipment and collects data for use by others involved in research. Work products affect the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

6. Personal Contacts

Personal contacts are primarily with other employees within the research location and facilities.

7. Purpose of Contacts **Level 1a, 30 pts**

The purpose of contacts is to obtain, clarify, or give facts or information. The facts or information may range from easily understood to technical.

8. Physical Demands **Level 8-2, 20 pts**

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. Work Environment **Level 9-2, 20 pts**

The work is performed in a laboratory, shop, or other research setting which involves regular and recurring moderate risks or discomforts requiring special safety precautions, e.g., working with electrical equipment or working outdoors. Incumbent occasionally will be required to use protective clothing or gear such as gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts such as noise and adverse weather.

Total points = 820
GS-4 = 655 – 850 points

C. Other Considerations (Check if applicable)

[ ] Supervisory Responsibilities (EEO Statement)
[ ] Training Activities - Career Intern, Student Career Experience Program
[ ] Motor Vehicle or Commercial Driver's License Required
[ ] Pesticide Applicators License Required
[ ] Safety/Radiological Safety Collateral Duties

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[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Other:

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